

**LUCY ROBBINS WELLES LIBRARY  
BOARD OF TRUSTEES MEETING  
FEBRUARY 19, 2015**

**BOARD MEMBERS IN ATTENDANCE**

Paul Crosswaith, Anna Eddy, Pauline Kruk, Judy Igielski, LeeAnn Manke, Maureen O'Connor Lyons, Pam Raynock, Ellen Vessella

**BOARD MEMBERS ABSENT**

Dennis Doyle, Patty Foley, Iris Larsson, Kris Nasinnyk, Neil Ryan, Diane Stamm

**STAFF**

Lisa Masten, Library Director  
Karen Benner, Assistant Library Director  
Michelle Royer, Head of Community Services  
Gail Whitney, Secretary for the Board

**TOWN COUNCIL LIAISONS**

Clarke Castelle

**TOWN COUNCIL LIAISONS ABSENT**

David Nagel

**FRIENDS ABSENT**

Philip DesJardins

**CALL TO ORDER**

The meeting was called to order by Anna Eddy at 7:07 PM.

**I. ROLL CALL**

**II. PUBLIC PARTICIPATION**

Clarke Castelle commented that he was at the CIP meeting earlier and Patty Foley was in attendance at that meeting. He stated that CIP will recommend to the Town Council to close out the Garfield Street realignment account and reallocate \$100,000 of that money to the library site expansion. In March, Mayor Woods will recommend to the Town Council that a building committee be established for the library expansion and that two people from the Library Board, two from the Town Council, and three public will serve on this building committee.

**III. SECRETARY'S REPORT/COMMUNICATIONS**

Judy read a thank you note from Terri Planco.

**IV. APPROVAL OF MINUTES**

**MOTION:** Pamela Raynock made a motion to accept the minutes of January 12, 2015, LeeAnn Manke seconded the motion, all were in favor, and the motion to accept the minutes of January 12, 2015 was unanimously approved with an 8-0 vote.

**V. REVIEW OF ANNUAL ACTIVITIES CALENDAR**

Anna reviewed the Annual Activities Calendar and for the month of February that has the budget process.

**VI. TREASURER'S REPORT**

Iris was not in attendance. The 750 Club donations account is at \$5,025 at the \$75 level, and the Stacks account is at \$755 at the \$30 level.

**VII. LIBRARY DIRECTOR'S REPORT**

Lisa introduced Michelle Royer, Head of Community Services, to the Board. Michelle stated that she has been attending Chamber meetings and meeting with business people, and learning the ropes for the last month. Lisa commented that the Library's internet is through the Connecticut Education Network; this will be expanded to the Senior and Disabled Center which will allow faster wireless access for both locations, along with allowing the Library to extend their services to the Senior and Disabled Center.

In personnel, Joann Cocola has been promoted to a full time Children's Library I, so her position is now open. Terri Planco's position has been renamed Digital Services Librarian and Jen Hebert will move into that position, therefore Jen's part time reference position is now open. Dorothy Russell had a baby, so Sue Bethune will work a few hours per week in Dorothy's position.

In January a pipe burst in the Library over the "B" biographies section. On Monday, February 16<sup>th</sup>, two pipes burst in the ladies bathroom.

**VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT**

Karen reported that the RFID project is well underway and is close to finishing the fiction section. There are 20 active volunteers, including college students who need volunteer hours. There will be an iPad apps class on March 12<sup>th</sup> at 6:30 PM. On February 25<sup>th</sup> will be Author's Night.

**IX. FRIENDS OF THE LIBRARY**

Phil DesJardins was not in attendance. Judy stated she attended the Friends meeting and the Friends will be in attendance at the public hearing for the budget meetings, and to let them know how they can help with the expansion process. The Wine & Cheese Social sold 137 tickets and raised \$1,200.

**X. COMMITTEE REPORTS**

**A. PEP (Planning, Evaluation, Policy)**

**1. Update of February PEP Meeting**

Kris was not in attendance. Pauline reported that at the February PEP meeting a lot of progress was made with regard to each committee and their responsibilities. Several names of men at the corporate level were discussed for open Board positions. The PEP Committee also reviewed various versions of code of conduct and conflict of interest statements. They also discussed

having a Finance Committee with subcommittees of Investment, Budget, Fund Development and Legacy under the heading of Finance Committee. Anna commented that she likes the idea of a Finance Committee but thinks it should be an Ad Hoc Committee. LeeAnn stated that the Board should have a physical presence at the Library, and not just a “drawer.”

B. Investment Committee

1. Investment Committee 2014 Performance

Neil was not in attendance. He had emailed a report to the Board members. He has spoken with Carol Pekrul-Miller about scheduling a six month meeting sometime the week of March 9<sup>th</sup>. Investments are performing very well.

C. House Committee

Diane was not in attendance.

D. Facility and Site

1. Recap of Presentation to Town Council

Maureen stated that she felt the presentation to the Town Council at their January 13<sup>th</sup> meeting went very well, especially in light of Clarke’s earlier comments about the reallocation of the Garfield Street funds. She thanked Anna and Lisa for a great job on the presentation. The next meeting of the Town Hall Renovation Committee is March 3<sup>rd</sup> at 5:00 PM.

E. Fund Development/Legacy Society

Pauline stated that according to her calculations 67 people donated to the 750 Club; she would like to see more people get involved with that fundraiser and suggested signage in the library. With regard to the Legacy Society, it was suggested to have a Runners Council category which would include the Giantonio Family and Keeney Manufacturing for all of the money they have sponsored over the years for the 5K Race.

F. Budget

1. Budget Meeting with Town Manager

Patty was not in attendance. Lisa reported that the budget was submitted on January 2<sup>nd</sup> with a 0% increase. Last Tuesday the Town Manager asked for an additional 3% cut which is \$52,000; this cut would include Sunday hours, closing at 5:00 PM on Thursday evenings, and money out of the materials budget. Lisa met with the Town Manager today and told him that there will be \$14,000 in savings for payroll, so \$38,000 remains of the suggested \$52,000 cut which would allow Thursday evenings to stay, but still omit Sunday hours.

G. Technology

Paul had no report.

## H. Nominating Committee

There was no report.

## I. Communications Committee

Letters have been published and the Board, and the Friends, are very excited about seeing all these letters.

## XI. OLD BUSINESS

### A. Receiving Donations Electronically

Anna reported that an email address is needed to accept donations electronically. Right now the email address of librarytrustees@newingtonct.gov can't be used because of maintenance and coordination. A new domain name would have to be purchased and it could be librarytrustees@lucyrobbinswelleslibrary.org. Maureen suggested tabling this until the March meeting so that Iris and Patty, who have spearheaded this, can discuss it further.

Anna commented that at the presentation to the Town Council on January 13<sup>th</sup>, a timeline was established at the Board's December meeting with Anna providing a three minute introduction, followed by a PowerPoint presentation by Maureen and Lisa for 30 minutes, followed by David King from Kaestle Boos with a 10 minute presentation, and ending with a six minute closing remark by Anna. This all went according to plan and seemed to be well received. At the conclusion of this presentation, Anna stated that Judy sidelined everyone by referring to the addenda, and Anna thought that this undermined everything that was stated in the presentation. Anna stated that if Judy felt strongly about being part of the presentation, then this should have been discussed at the December Board meeting. Judy responded that this was not her intention and she apologized if Anna felt sidelined, however she feels that various Board members feel that they are not privy to what is going on. Anna stated that nothing is being kept from any Board member; all committees report about their specific meetings at the Board meetings and nothing is held back.

## XII. NEW BUSINESS

Maureen would like to have a formal motion made to make a donation in memory of Myra Cohen.

**MOTION: Maureen O'Connor Lyons made a motion to donate \$100 to the Kiwanis Club in memory of Myra Cohen, LeeAnn Manke seconded the motion, all were in favor, and the motion passed unanimously with an 8-0 vote.**

Anna stated that the Board of Trustees received a renewal membership application for ACLB which is \$100. The Board stated a motion does not need to be made for this, but to renew the membership.

## XIII. PUBLIC PARTICIPATION

Clarke asked if it was all right to let Al Cohen know about this donation, and the Board said yes. He also commented that the establishment of the building committee for the Library should be announced at the March Town Council meeting.

Judy commented about Anna's earlier remarks and stated that before Anna blindsides someone in public, she should have given Judy the courtesy of speaking with her privately about this. Anna apologized but stated that Judy's comments were of public record at the Town Council meeting and this needed to be addressed. LeeAnn stated that the Board is here for all the right reasons, and that this issue should be put aside and move on because we are working towards the same goal and that is the Library.

#### **XIV. ADJOURNMENT**

**MOTION: Judy Igielski made a motion to adjourn, Pam Raynock seconded the motion, all were in favor, and the motion to adjourn was passed unanimously with an 8-0 vote at 8:55 PM.**

The next Board of Trustees meeting is scheduled for Monday, March 9, 2015 at 7:00 PM.